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To: OCB Staff

Date: December 17, 2014

From: Susan J. Panepento

Subject: Implementation of Recommendations – Equal Employment Opportunity Practices Commission Audit

OCB has recently undergone a routine, scheduled audit by the City's Equal Employment Practices Commission ("EEPC"). This audit is conducted periodically to ensure each agency's continued compliance with the City's Equal Employment Opportunity Policy ("EEOP").

The audit methodology used by the EEPC included their analysis of OCB's EEO documentation, their interview of OCB's EEO Officer and EEO Counselor, and questionnaires completed by each.

The findings of the audit indicated that OCB was in compliance with substantive requirements of some areas and in partial compliance for others. OCB has enhanced its practices and modified its documentation to be in full substantial compliance with the following EEPC recommendations:

- OCB has included in the agency's EEO Policy current contact information for federal, state, and local agencies that enforce laws against discrimination
- OCB has amended its *Complaint Intake Questionnaire* to include the identity of the respondent
- OCB has amended its *EEO Complaint and Investigation Procedures* to comply with all outlined corrective measures
- OCB will ensure that information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures are made available in appropriate alternative formats (i.e. large print, audio tape and/or Braille) upon request to employees and applicants for employment with disabilities.
- OCB has amended its organizational chart, EEO Policy, and Annual EEO Plan to indicate the reporting relationship between the principal EEO Professional and the agency Chair

OCB's Equal Opportunity Policy was last distributed agency-wide in May, 2010. Additional copies are available from OCB's EEO Officer or Phil Maier.

I am sure that you will join me in continuing support of the Equal Employment Opportunity Policy, and that together we can ensure a workplace free of discrimination and harassment, one which encourages respect for the diversity of backgrounds represented at OCB.

Thank you.